

## EEO Form 462 Report

The US Equal Employment Opportunity (EEO) Commission requires that each Federal Agency submit an annual report summarizing the Agency's EEO complaints processing activity. This report is titled the EEO Form 462 report (titled 462 Report henceforth). The 462 report summarizes the details of each EEO Complaint processed by an agency between October 1st of one year and September 30th of the next year. The report also contains Summary information about Agency (Staff) resources, Staff Training, EEO Director Reporting Lines, and Contact Information. The requirements for this report, including the new format and layout, were summarized in the EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report Of Discrimination Complaints Instructions document. The Form 462 report delivered with this patch complies with these instructions, dated June 28, 2002. The 462 report is produced once the user executes the concurrent program titled 'EEOC Form 462 Report'. The user must enter the following three parameters:

1. Agency Code
2. Reporting Period Begins (date)
3. Reporting Period Ends (date)

When the user enters the Agency Code, the report will include all complaints that contain that Agency Code. Therefore for this 462 reports patch, a new data item has been introduced, 'Complaint Agency'. This new data item has been added to the Complaints form, under the 'Offices' tab. This is a required data item and must be entered in order to create a complaint. Any existing complaints must also have this data item entered in the provided field. Users will be instructed to add this data item the next time they attempt to save a change to an existing complaint.

Before using the new report features, you first must obtain the latest version of Ghost Script (V8.0) and Ghost View (V4.3) that may be obtained from the DCPDS Oracle Client Homepage located at the following web address. If you have problems reaching the site by the web address below, just copy and paste the web address into your web search.  
[https://tnkrbell.dcpds.cpms.osd.mil/Oracle/Oracle.htm#Misc\\_Files](https://tnkrbell.dcpds.cpms.osd.mil/Oracle/Oracle.htm#Misc_Files)

<<https://tnkrbell.dcpds.cpms.osd.mil/Oracle/Oracle.htm>>

At the top of the page you will need to click on the Misc Files. You will then see the Ghostview and Ghostscript files. This will provide you the installation instructions. The following sections of the Form 462 report could not be completed due to the fact that the requested information is not captured within the US Federal HR application.

- a. Part III Agency Resources, Training, Reporting Line
- b. Part IX Summary of Investigations Completed
- c. Part XII Summary of ADR Program Activities
- d. Certification and Contact Information